

Buffalo Jewish Federation

Job Title: Assistant Director of Community Advocacy

Reports To: Senior Director of Communications

Location: Western New York, Hybrid

Salary Range: \$50,000-\$60,000

About Us

For more than 120 years, the Buffalo Jewish Federation has served as the voice and the backbone of the Jewish community in Western New York. Every day, we work to weave threads of Jewish connection, raise and allocate resources, convene and represent Jewish Buffalo, and secure Jewish life. Our vision is of a flourishing Jewish Buffalo that is joyful, inclusive, resilient, grounded in Jewish connection, and sustained by enduring relationships within and beyond our community.

Buffalo is a city where you can build a meaningful career and a fulfilling life. Known as the City of Good Neighbors, Buffalo combines an exceptional sense of community with an affordable cost of living, a vibrant arts and food scene, historic neighborhoods, and easy access to Lake Erie, Niagara Falls, and Toronto. It's a place where you'll find room to grow professionally, opportunities to make a tangible impact, and a community that believes in showing up for one another.

Position Overview

The Assistant Director of Community Advocacy is a dynamic, externally facing role that helps advance the Buffalo Jewish Federation's community relations, advocacy, and antisemitism response efforts. Working closely with the Senior Director of Communications, Federation volunteer leaders, and community partners, this professional will coordinate key initiatives, cultivate relationships across government and the broader community, develop educational resources, and help ensure the Federation responds thoughtfully and effectively to emerging issues.

This is a highly collaborative, hands-on position for someone who enjoys building relationships, solving problems, and turning ideas into action. Success requires exceptional organization, strong communication skills, sound judgment, and the ability to manage multiple priorities in a fast-paced environment.

Because relationships are built face-to-face, this position requires regular attendance at community meetings, public events, and Federation programs, including weekday evenings, Sundays, and some travel.

Key Responsibilities

Antisemitism Monitoring and Response

- Monitor, assess, and coordinate the Federation's response to incidents of antisemitism affecting the Western New York Jewish community in partnership with the Senior Director of Communications, Director of HERO, and Senior Director of Community Security.
- Coordinate the Federation's incident response process by gathering information, documenting incidents, maintaining centralized records, facilitating communication & planning among internal and external partners, and ensuring timely follow-up.
- Serve as a key resource for community members, institutions, and partners navigating incidents of antisemitism, connecting them with appropriate Federation staff, resources, and support.

- Develop and maintain protocols for incident reporting, response, communication, and follow-up.
- Maintain the Federation's antisemitism incident database; analyze trends, identify emerging issues, and prepare reports and briefings for leadership.
- Support public messaging related to antisemitic incidents in partnership with the Senior Director of Communications.
- Develop and facilitate educational programs, presentations, and resources for the Jewish community, elected officials, civic and faith leaders, and other community partners focused on Jewish identity, contemporary antisemitism, and navigating antisemitism.
- Oversee the local Student to Student program, including recruiting and training teen presenters, coordinating school presentations, and serving as an on-site facilitator.

Government Relations & Advocacy

- Cultivate and strengthen relationships with local, state, and federal elected officials, their staff, government agencies, and key civic, business, education, and faith leaders.
- Monitor legislative and public policy developments, providing timely updates, analysis, and recommendations to Federation leadership.
- Coordinate and execute advocacy efforts, including scheduling and facilitating meetings, planning advocacy events, preparing briefing materials, drafting correspondence and testimony, and supporting advocacy campaigns.
- Track meetings, relationships, and advocacy activity, maintaining accurate records, ensuring timely follow-up, and supporting continuity across Federation staff and volunteer leadership.
- Represent the Buffalo Jewish Federation, as directed, at public meetings, hearings, coalition gatherings, presentations, and community events, including occasional travel.
- Partner with the Community Relations Council Advocacy Chair and other volunteer leaders to plan, implement, and advance advocacy priorities.

Community Relations & Federation Responsibilities

- Help plan and execute Federation's Community Relations programs, initiatives, and community gatherings.
- Support the Senior Director of Communications in strengthening the Federation's public voice, reputation, and external communications.
- Monitor local, national, and international news affecting the Jewish community and the Buffalo Jewish Federation; prepare daily briefings and elevate issues requiring leadership attention.
- Identify opportunities to strengthen relationships, deepen engagement, and build strategic partnerships throughout Western New York.
- Prepare reports, presentations, and briefing materials for Federation leadership, volunteer leaders, and the Board of Governors.
- Serve as an active participant in Jewish Federations of North America's Frontline initiative, implementing best practices locally and participating in professional development and travel.
- Attend and support Federation, Jewish community, government, and civic events during the year.

- Serve as an active and collaborative member of the Buffalo Jewish Federation staff team, participating in staff meetings, cross-departmental initiatives, and supporting colleagues and Federation-wide priorities as needed.

Qualifications

- Bachelor's degree required; equivalent professional experience will also be considered.
- 3-5 years experience in communications, community relations, government relations, public affairs, nonprofit leadership, education, advocacy, or a related field.
- Knowledge of the Jewish community, Jewish history, Israel, and contemporary antisemitism, or a demonstrated ability to develop subject matter expertise quickly.
- Exceptional written and verbal communication skills with the ability to tailor messages to a variety of audiences.
- Strong organizational and project management skills, with the ability to manage multiple priorities, exercise sound judgment, and handle sensitive information with discretion.
- Demonstrated ability to build relationships and work collaboratively with colleagues, volunteers, elected officials, educators, and community leaders.
- Proficiency with Microsoft Office and the ability to quickly learn new technology platforms and databases.

What We're Looking For

- A self-starter who takes initiative and follows through
- Someone energized by being out in the community
- A team player who will assist the Senior Director of Communications as needed
- Passion for Jewish community, connection, and impact
- Flexible schedule with availability to work non-traditional hours including nights and weekends and occasional travel

Compensation & Benefits

- Salary range: \$50,000-\$60,000, commensurate with experience
- Generous health, retirement, and paid time off benefits to include significant Jewish holidays
- Hybrid and work-from-home flexibility
- Professional development offerings

Organizational Expectations:

- Understands and is committed to the Buffalo Jewish Federation's Mission & Vision
- Willing to take ownership and do what is necessary to get the job done, on time, and with exceptional quality
- Be a team player who exhibits generosity, humility, and Jewish values
- Put our motto into action: "This work is not about us but is dependent upon us."

Working Conditions

- Work from home; meet with partners, colleagues, volunteers and attend events regularly.
- Regularly works outside normal work hours including weekends and evenings as needed to meet organization needs.
- Valid NYS driver's license and access to reliable transportation.
- Light physical activities and effort required working in an office environment and at events

How to Apply

- Interested candidates should complete application and submit a resume and cover letter detailing their qualifications and experience to careers@buffalojewishfederation.org or visit <https://buffalojewishfederation.org/careers>

Disclaimer

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job. Employee may be required to perform other duties as assigned.

Buffalo Jewish Federation is an equal opportunity employer. All applicants are considered regardless of gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, citizenship, veteran status, gender expression and/or identity, or any other class protected by federal, state, or local laws.